



U.S. General Services Administration

# Guide to the Federal Surplus Personal Property Donation Program



Putting Tax Dollars to Re-Use

[www.gsa.gov/propertydonations](http://www.gsa.gov/propertydonations)



## Benefits of Using Federal Government Surplus

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Certain non-federal organizations are eligible to acquire surplus personal property from the federal government. Surplus personal property, including furniture and hardware, is free of charge, with the donee paying only shipping and related costs. If you become a donee, you can examine surplus property at a State Agency for Surplus Property (SASP) warehouse or, if authorized by the SASP, review the complete inventory of federal surplus property available for transfer on the GSAXcess® website at [www.gsaxcess.gov](http://www.gsaxcess.gov). By working through the SASP in their state, eligible organizations can often obtain needed items with substantial savings.

Though some surplus items made available for donation are in new or unused condition, most items have been used and may be in need of repair. All donated property is offered on an “as is” basis without warranty. As such, making the necessary repairs is the responsibility of the donee, not of the federal government. It is common practice among donees to repair and refurbish items, usually at a dramatically lower cost than acquiring new property.



# BENEFITS

# About Federal Surplus Personal Property Donation

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The Federal Surplus Personal Property Donation Program enables eligible non-federal organizations to obtain surplus personal property no longer required by the federal government.

## ▪ Legal Authority

The primary authority for the Federal Surplus Personal Property Donation Program is Title 40 of the United States Code (U.S.C.), Section 549. Implementing regulations are contained in Title 41 Code of Federal Regulations, Section 102-37.

## ▪ Personal Property Defined

Personal property includes all types and categories of property, except land or other real property, certain naval vessels, and records of the federal government. Examples of surplus personal property are:

- Communications and electronic equipment, including computers
- Furniture
- Motor vehicles
- Clothing
- Medical supplies and equipment
- Hand and machine tools
- Appliances
- Hardware
- Construction equipment
- Boats
- Airplanes
- Office machines and supplies



## Eligible Non-Federal Organization Defined

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SASPs determine eligibility in accordance with the applicable federal statutes and regulations. The Federal Surplus Personal Property Donation Program is operated by SASPs established by law in each state, the District of Columbia, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico, and the Commonwealth of the Northern Mariana Islands. A listing of SASP points of contact can be found at [www.nasasp.org](http://www.nasasp.org).

## Typically Eligible Organizations

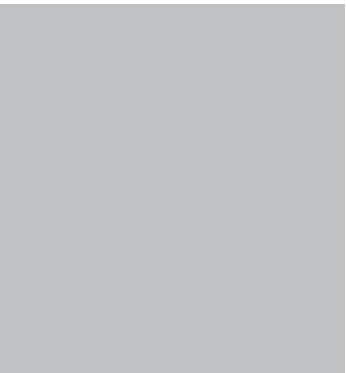
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Organizations are eligible; individuals are not. The major categories of eligible participants in the Federal Surplus Personal Property Donation Program include public agencies, nonprofit educational or public health institutions, nonprofit and public programs for the elderly, veterans organizations, service educational activities, and public airports.

### ■ Public Agencies

Broad categories of public agencies include:

- States
- Local governments
- Instrumentalities of a state or local government
- Indian tribes on state reservations



## ▪ Nonprofit Educational or Public Health Institutions

A nonprofit organization is one exempt from federal income tax under section 501 of the Internal Revenue Code (26 U.S.C. 501). Examples of public agencies and nonprofit educational or public health institutions are:

- Medical institutions, hospitals, clinics, and health centers
- Drug- or alcohol-abuse treatment centers
- Providers of assistance to homeless individuals and impoverished families or individuals
- Schools, colleges, and universities
- Schools for the mentally or physically disabled
- Childcare centers
- Radio and television stations licensed by the Federal Communications Commission (FCC) as educational radio or educational television stations
- Museums attended by the public
- Libraries that serve all residents of a community, district, state, or region free of charge
- Historic light stations

## ▪ Nonprofit and Public Programs for the Elderly

Section 213 of the Older Americans Act of 1965, as amended (42 U.S.C. 3020d), authorizes donations of surplus property to state or local government agencies or nonprofit organizations or institutions that receive federal funding to conduct programs for older individuals.

## ▪ Veterans Organizations

Eligible veterans organizations are those whose membership substantially comprises veterans and whose representatives are recognized by the Secretary of Veterans Affairs under 38 U.S.C. 5902. SASPs are authorized to donate property to veterans organizations for purposes of providing services to veterans (as defined in 38 U.S.C. 101).



## ▪ Service Educational Activities (SEAs)

SEAs are educational activities of special interest to the Department of Defense (DOD). Established national organizations that are SEAs include

- American Red Cross
- Armed Services YMCA of the USA
- Big Brothers Big Sisters of America
- Boy Scouts of America
- Boys & Girls Clubs of America
- Camp Fire
- The Center for Excellence in Education
- Corporation for the Promotion of Rifle Practice and Firearms Safety
- Girl Scouts of the USA
- Little League Baseball, Inc.
- Marine Cadets of America
- Marine Corps League
- National Association for Equal Opportunity in Higher Education
- National Ski Patrol System, Inc.
- United Service Organizations, Inc.
- United States Olympic and Paralympic Committee
- U.S. Naval Sea Cadet Corps
- Young Marines of the Marine Corps League

Schools with military training programs – such as military junior colleges, military institutes, high schools with a Junior Reserve Officer Training Corps unit or a National Defense Cadet Corps unit, naval honor schools, and state maritime academies – may also qualify as SEAs.

Only DOD-generated property may be donated to SEAs. General information concerning the designation of schools or organizations as SEAs can be obtained from:

Defense Logistics Agency (DLA-J349)  
8725 John K. Kingman Road, Suite 4222  
Fort Belvoir, VA 22060-6221

## ▪ Public Airports

Generally, public airports are eligible to qualify as donees through SASPs. Additionally, under a separate authority, GSA can approve donations to public airports from a Federal Aviation Administration (FAA) program. For eligibility under the FAA authority, public airports should contact:

- The applicable FAA regional office and
- Federal Aviation Administration  
Office of Airport Planning and Programming (APP)  
800 Independence Ave., SW  
Washington, D.C. 20591



ELIGIBILITY





## Finding and Obtaining Surplus Property

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You can find out what is available by contacting your SASP. If your SASP maintains a warehouse, you can visit it to view and inspect property available to donees. If what you need is not at the SASP warehouse, you can submit a “want list” to the SASP. In turn, the SASP will search for the property you requested by visiting federal installations that generate surplus property or by searching GSAXcess®. Your SASP may elect to give you authorization to access GSAXcess, which would enable you to conduct computer screening to find out what property is available for transfer. Although you may search for property on your own, the request for property must be made by your SASP.

## Costs

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There is no charge for surplus property received through the Federal Surplus Personal Property Donation Program. However, most SASPs operate on a self-sustaining basis, which necessitates charging recipients for handling, shipping, and administrative expenses. Usually, the charges are considerably less than the original acquisition cost of the property.





## Donee Restrictions

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Generally, the donee must agree to place the property into use within their state and within one year of the acquisition and to continue the property's use for:

- One year – for property with a unit acquisition value of less than \$5,000
- Eighteen months – for passenger motor vehicles or any item of property having a unit acquisition value of \$5,000 or more
- Five years – for aircraft and vessels 50 feet or more in length
- In perpetuity – for combat-configured aircraft and firearms

The donee must also agree to operate in compliance with applicable federal nondiscrimination statutes.

A clear title to donated property is not granted until all restriction criteria are met. Violations of any of the conditions or restrictions may require return of the property to the SASP or reimbursement of the fair market value if the property is unable to be recovered.

## For Additional Information

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For more information on the Federal Surplus Personal Property Donation Program, visit our website at [www.gsa.gov/propertydonations](http://www.gsa.gov/propertydonations).

To locate your State Agency for Surplus Property, visit [www.gsa.gov/sasp](http://www.gsa.gov/sasp).

To contact a GSA Area Property Officer, please visit [www.gsa.gov/apo](http://www.gsa.gov/apo).



For more information, visit  
[www.gsa.gov/propertydonations](https://www.gsa.gov/propertydonations).

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